

**DIRECTORATE OF NEW AND RENEWABLE ENERGY, HARYANA, PANCHKULA**

**ORDER**

In view of instructions of State Government vide letter No. 62/69/2021-6GS1 dated 04/01/2022 and in continuation of office order Endst. No. DNRE/Admin-2022/15175 dated 04/01/2022, the following roster of duties is ordered for compliance.

These order(s) shall come into effect from 13/01/2022 and shall continue till 20/01/2022 or till further orders on the following conditions :-

Sr. No.	Name of official & designation (S/Shri/Smt.)	Remarks (Date on which officials are supposed to attend office)
1.	Smt. Vaidehi, Programmer	Alternative day w.e.f. 13/01/2022
2.	Hitesh Kapoor, A.P.O.	Alternative day w.e.f. 13/01/2022
3.	Smt. Anju Bala, P.A.	Alternative day w.e.f. 13/01/2022
4.	Subhash Bishnoi, Assistant	Alternative day w.e.f. 14/01/2022
5.	Smt. Jyoti, S.S.S.	Alternative day w.e.f. 14/01/2022
6.	Azad Singh, Assistant	Alternative day w.e.f. 14/01/2022
7.	Amit Beniwal, Clerk	Alternative day w.e.f. 14/01/2022
8.	Rahul Pannu, Clerk	Alternative day w.e.f. 13/01/2022
9.	Sukhbir Singh, Driver	Alternative day w.e.f. 13/01/2022
10.	Ramesh Kumar, Driver	He will do his routine duty with W/DG, NRE as usual.
11.	Ranbir Singh, Peon	He will do his routine duty with W/DG, NRE as usual.
12.	Jai Pal, Peon	Alternative day w.e.f. 13/01/2022
13.	Darshan Singh, Peon	Alternative day w.e.f. 13/01/2022
14.	Tilak Raj, Peon-cum-Chowkidar	Alternative day w.e.f. 14/01/2022
15.	Ram Kala, Chowkidar	Alternative day w.e.f. 13/01/2022

Sr. No.	Name of contractual employees & designation (S/Shri/Smt.)	Remarks
1.	Bala Datt Bhatt, Esstt. Asstt.	Alternative day w.e.f. 13/01/2022
2.	Rama Kant Pandey, Esstt.Asstt.	Alternative day w.e.f. 14/01/2022
3.	Smt. Sunita Rani, DEO	Alternative day w.e.f. 14/01/2022
4.	Ajit Kumar Patel, MTS	Alternative day w.e.f. 14/01/2022

1. Group-'A' and 'B' officers will attend office regularly.
2. All officials of DNRE mentioned in the table above not leave station without prior approval of competent authority and can be called for official work/duty at any time, as per requirement. The officials may ensure that no urgent official work of their seat is pending.
3. The official(s) will ensure to make themselves available on telephone and other electronic means of communication at any time.

Panchkula dated the,  
06<sup>th</sup> January, 2022

Dr. Hanif Qureshi, IPS  
Director General, New and Renewable  
Energy Department, Haryana

Endst. No. DNRE/Admin-2022/ 16053-58 Dated : 11.01.22

A copy of the above is forwarded to the following for information and further necessary action :-

1. PA/DG, NRE for kind information of W/DG, NRE please.
2. The Project Director, DNRE.
3. All officers of DNRE.
4. All concerned officials of DNRE.
5. Programmer, DNRE for uploading on Department website.
6. Care Taker, DNRE/HAREDA.
7. Notice Board.

  
Superintendent

for Director General, New and Renewable  
Energy Department, Haryana, Panchkula